Approved For Release 2001/03/03: CIA-RDP78-073174000100230002-7

11 January 1974

MEMORANDUM FOR: Records Administrative Branch

SUBJECT : Request for Change to Records

Control Schedule No. 23-72.

It is requested that the following change be made to the Office of Current Intelligence Record Control Schedule 23-72.

European Division:

Regional and Organizational Branch. The disposition instruction of Item No. 1 "Ro and Economic Activities Files," should be changed to read as follows:

"Temporary. Screen files periodically, destroy files when no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed.)"

STATINTL

Records Management Officer, OCI

STATINTL

APPROVED:

Chief

Records Administration Branch

Date

| RECORDS CONTROL SCHEDULE FFICE. DIVISION. BRANCH OCI/EUR/RO | | 23-72 ZOXIA | |
|--|---------------------|--|--|
| | | | |
| OCI/EUR/RO | | SIGNATURE | |
| | | TITLE Chief Regional & DATE) | |
| | | | ly - |
| ITEM FILES IDENTIFICATION NO. (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT | T.) DISPOSITION INSTRUCTIONS | |
| | 20.0 | Review and purge files annually. | ره ه |
| 2 | 10.0 | Temporary. Destroy when obsolet Review and purge files annually. | e. |
| | | | |
| 3. | 10.0 | Temporary. Destroy when obsolet Review and purge files annually. | .e. |
| | | | |
| | | | |
| | - | | |
| | 3. | 3. 10.0 | Screen files periodically, distributed for which has bright the bright of the which has been pleased and the standard to have flat when the best returned to Records Center for a 2-year returned period, then blestrayed.) Temporary. Destroy when obsolet Review and purge files annually. 10.0 Temporary. Destroy when obsolet. |

1 JAN 56 139 EDITIONS. (41)

| TEM NO. | Арргоу <u>е</u> д <u>Бұх</u> , Қедед 2001/03/03 С∰ | TINDE UME 8- | 07317A000100230002 7 DISPOSITION INSTRUCTIONS |
|---------|---|--------------|--|
| 4 | These are unclassified publications, studies, and books, maintained in book-cases, which are needed by Branch analysts in the preparation of their reports, and in answering queries from outside the Agency as well as from other components within CIA. They include both official and unofficial material. | 20.0 | Temporary. Destroy when obsolete. Review and purge files annually. |
| | | | |
| | | | |
| | | | |
| | CCOD | | |

| | RECORDS CONTROL SCHEDULE | | 23 7 2 | 25X1A |
|------------|---|-----------------------|---|---|
| | | | CONCURR | ENCE |
| FICE. | DIVISION, BRANCH | | | |
| 00 | CI, EUROPEAN DIVISION, NORTH EUROPEAN BRANCH | I | Chief, North Europea | n Branch 6/8/72 |
| TEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION IN | ISTRUCTIONS |
| 1 | CLASSIFIED CURRENT INTELLIGENCE FILES | | | |
| | These are the basic substantive files of the Branch. They are organized by countries, and, within them, by subject matter according to the same general | 58.0 | Temporary. Screen f and destroy material current interest (ex may be transferred to Center for a two year then destroyed). | no longer of cept that inacti o the Records |
| 2 | BRANCH PRODUCTION FILES | | | |
| | These are copies of all the Branch's work articles for the regular publications, memoranda, briefings, and miscellaneous work. They are maintained for reference purposes in each country file. | 4.0 | remporary. Destroy wino longer of current | |
| 3 | NIS | ļ | | |
| | These consist of finished National Intelligence Survey (NIS) sections on the eleven countries for which NE is responsible. | 6.0 | Temporary. Destroy | when out of date |
| 4 | BRANCH ADMINISTRATIVE FILES | | | |
| | These consist of administrative notices and regulations received by the Branch as well as administrative guidelines and notes originating within the Branch. Some substantive material of interest to the whole Branch is also kept with this set of files. | 3.0 | Temporary. Destroy on longer needed. Refiles area. Screen | etain in current |

25X1A

FORM NO. 139 USE PRE ADDROVED FOR Release 2001/03/03 SCIA RDP78-07317A000100230002-7

(41)

| ſ | ĮTEM NO. | Approved For Release 2001/03/03 - SIA | FRDP78 | 07317A000100230002-7 |
|-------|------------------|---|--------|---|
| js. | 7 5 ₄ | LIBRARY MATERIAL | l | |
| | | Books obtained on indefinite loan from the Agency Library and pertaining to the work of the Branch. | 5.0 | Temporary. Return to the Library upon request or when no longer needed. |
| | 6 | OTHER UNCLASSIFIED REFERENCE MATERIAL | | |
| | | This consists mostly of foreign newspaper and magazines, foreign books purchased for us in the field, and FBIS books. | s48.7 | Temporary. Books to be offered to the Library when no longer needed. Destroy other material. |
| | 7 | | | |
| 25X10 | | | 1,0 | Permanent. Disposal not authorized. Transfer to records center when no longer needed in current area. |
| | 8 | ANALYSIS REFERENCE FILES | | |
| | | This consists of reference materials used by the analysis on a daily basis. | 23.0 | Temporary. Screened and destroyed regularly. |
| | | | | |
|) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | FORM NO | 139a USE PREVIADPROVED FOR RELEASE 2001/03/03/5 WIN | FRDP78 | -07317A000100230002-7 |

1 JAN 56 139a EDITIONS. RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

25X1C

Approved For Release 2001/03/03 : ÇIA-RDR78-<u>97317A000100230002-7</u> 25X1A 23/72 RECORDS CONTROL SCHEDULE CONCURRENCE SIGNATI OFFICE, DIVISION, BRANCH EUROPEAN DIVISION, SOUTHERN EUROPE TITLE CB/SUK BRANCH VOLUME CUBIC FT.) FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) DISPOSITION INSTRUCTIONS ITEM BRANCH ADMINISTRATIVE FILES Temporary. Screen files periodically, destroy Consist of memoranda and form documents 8.5 files when no longer of current interest reflecting substantive functions of the (except that inactive files determined to have branch activities. The file contains in future value may be transferred to the Records and out memos, position descriptions, Center for two years then destroyed). briefings, operational procedures, orientation lectures, and others. Filed according to subject. Notices and other (per memo 13 Jul 1973) papers relating to leave, overtime, personnel matters, travel, training, security, regulations, CIA notices and other. (Current) Branch administration memos, notices, JOT requirements, etc. 2 PRODUCTION FILES Temporary. Destroy when no longer 12.0 Items published by the branches of the needed for reference purposes. division which are retained for reference purposes. Filed by branch. These include CIB and CIWR items as well as memos. Published items produced by SUK. Clipped from CIB and CIWR. Also memos, briefing papers, and special projects. Filed chronologically. 3 REFERENCE PERIODICALS Temporary. Destroy when obsolete or 60.0 Open files of Foreign Affairs no longer needed. Quarterly, Statesman's Yearbook and other books. Open files of recent French, Italian, Spanish, British, and Canadian newspapers, magazines, parliamentary debates, records, etc.

FORM NO. 139 USE PREVIOUS

Approved For Release 2001/03/03

| ITEM NO. | Approved Frankales as 2001/03/03/103/03/104 | - SEOME | TO TO TO TO SEA SEA SEA TO THE TRUCTIONS |
|----------|---|---------|---|
| 4 | PERSONNEL RECORD CARD | | |
| | OF-4b "Employee Record Card" maintained for each employee in the Branch. Card contains record of all personnel actions. | 0.2 | Temporary. Destroy upon transfer separation of employee. |
| 5 | TS LOG | | |
| | Consists of logs maintained for control of TS cables and documents received in the Branch. Log contains signatures of recipients when disposition is made to other OCI Divisions. Maintained chronologically. | 0.4 | Temporary. Destroy 10 years after documents have been destroyed, downgraded, or transferred out of the control area. |
| 6. | SPECIAL ASSISTANT FILES | | |
| | Consists of day-to-day working papers. Includes both substantive and administra- tive papers. | 4.0 | Temporary. Destroyed when action completed. |
| 7. | CURRENT INTELLIGENCE FILES | | |
| | Collections of cables, airgrams, intel- ligence reports and other documents | 75.0 | Temporary. Screen files periodically, de files when no longer of current interest (except that inactive files determined to future value may be transferred to the Re |
| | prepared for OCI publications, memos and briefings. | | Center for two years then destroyed). (per memo 13 Jul 1973) (\$500-5 |
| | | | |
| | | | * |

FORM NO. 139a USE PRE Approved For Release 2001/03/03 CIA-RDP78-07317A000100230002-7
RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

| ITEM NO. | Appropred Fan Release 2001/03/03 : CIA | RAPAS- | 7317A000100430944on Instructions |
|----------|---|--------|---|
| | Co lane C | ILL | |
| 8" | NIS MATERIAL - OCI NIS Research Officer | | |
| | a. Reference Publications - Published NIS sections. | 6 | Temporary. Destroy finished NIS Sections when published. |
| | b. Notes and Drafts - Special material for NIS Sections in process or in prospect | 5.4 | Temporary. Destroy finished NIS Sections when published. |
| 9 | LIBRARY MATERIAL | | |
| | Dictionaries, yearbooks, technical studies, and other reference works on indefinite loan. | 24.5 | Temporary. Return to Library when no longer needed. |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Approved For Release 2001/03/03 VCIA | | |

| | RECORDS CONTROL SCHEDULE | | 07317A000100230002-7 23-71 | 25X |
|---------------------------|---|-----------------------|---|--|
| ACCORDS CONTROL CONTESSEE | | CONCURRENCE | | |
| FFICE. | DIVISION, BRANCH | | S 1 | |
| | | | TITLE | DATE |
| EUROI | PEAN DIVISION - EASTERN EUROPE BRANCH | | Chief, E.E. Branch | May 1972 |
| NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION | INSTRUCTIONS |
| 1 | BRANCH ADMINISTRATIVE FILE | | | |
| | Accumulates the general administration of the activities of the Branch. Consists of copies of correspondence, cables, directive, requirements and other memoranda accumulated in the Branch. The file also includes dispatches, duty lists, chronologies, and index to the Bulletin and other papers required for day to day operations. Official document are maintained elsewhere in the organization. Fixled by subject category. (1955 to date) | | Temporary. Destroor no longer needs current file area annually. | ed. Retain in |
| 2 | LIBRARY MATERIAL | | | |
| | A collection of technical books personally owned or obtained on indefinit loan from the Library, or from Thompson Library. Included are Political Handbooks, books and other publications relat to the various countries of Eastern Europe. | | Temporary. Dispos Return to CIA Libs needed. | sal not authorize rary when no long |
| 3 | REFERENCE PUBLICATIONS | ļ | | |
| | These are collections of published documents classified and unclassified obtained from various sources and maintained in the Branch for reference purposes. | | | |
| | (cont) | | | · |
| FORM NO | Approved For Release 2001/03/03Q ICIA | ₹ ₽7 8- | 07317A000100230002-7 | |

| | a. This includes those portions of the CI Bulletin and the CIW Summary which were contributed by this Branch or other areas of interest to the analysts. Files are maintained by country and chronologically. (1960 to date) | 8.0 | Temporary. Retain indefinitely for reference purposes. Periodically review and destroy when no longer of current interest. |
|----|--|--------|--|
| EC | b. Included in this group are National Intelligence Surveys, State Department Reports and classified studies. | 16.0 | Temporary. Retain indefinitely for reference purposes. Screen period-ically and destroy when no longer of current interest. |
| | c. Included in this group are FBIS Reports, Press Review, newspapers and other unclassified research aids. | 108.0 | Temporary. Destroy when obsolete or no longer of current interest. |
| 4 | CURRENT INTELLIGENCE ANALYSTS FILES | | |
| | These are collections of various types of documents and intelligence information relating to the Eastern European Satellite countries. Files are maintained by the individual analysts according to an area or assignment and are used as source and reference in preparing items for OCI publication and briefings. | , | |
| | Analysts Collections - Consist of all source documents containing intelligence information and maintained by each analyst according to his area of assignment. Filed according to National Standard numerical system. | 200.00 | Temporary. Screen files periodically and destroy material no longer of current interest (except that inactive files determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed.) |
| | 1 | | |

FORM NO. 139a USE PRE Approved For Release 2001/03/03 CLARDP78-07317A000100230002-7
RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

| | RECORDS CONTROL SCHEDULE | | 97317A000100230002-7 schedule No. 23/72 | 25X1A |
|------------|---|-----------------------|---|--|
| | RECORDS CONTROL SCHEDULE | ! | CONCURRENCE | |
| OFFI | DIVISION. BRANCH [CE OF CURRENT INTELLIGENCE, EUROPEAN DIVISION [ET EXTERNAL BRANCH | | TITLE Chief, Soviet External Brand | ch 19 July |
| TEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTION | is |
| 1 | CURRENT INTELLIGENCE FILES | ĺ | | |
| | These are collections of various source documents containing intelligence information relating to Soviet External Affairs. Files are maintained by analysts or at the Branch level according to an are of interest or assignment and are utilized for reference purposes in preparing contributions to Current Intelligence Publications or briefings. Included are Central Intelligence Bulletin Weekly Review, Intelligence Memos, NIEs, and SNIEs, NIS, Soviet Developments, Current Sino-Soviet Relations, Briefings, Trends, etc. | a s, | Temporary. Screen periodic ically and destroy that materially and destroy that material determined to have value may be transferred to Records Center for a two year period, then destroyed). | erial no inactive future the |
| la | COUNTRY FILES | | | |
| | Consists of the analysts' collections of information reports, cables, extracts, notes and other papers on US policy toward the following geographic areas: South East Asia, Far East, Middle East, Africa, Latin America, Western & Eastern Europe, and US-USSR. | | Temporary. Screened periodestroyed when no longer nethat material determined to value may be transferred to Center for a two year periodestroyed. | eded (excer have future the Record |
| 2 | PROJECT FILES | | | |
| | Current Intelligence Materials that have come about as a result of the Moscow | 12.0 | Temporary. Material retaily or when transferred to R | ned indefi ecords Cen |

| ITEM NO. | Approved For Release 2001/03/03 CIA REPARE | 78-07317A000100230002-7 |
|----------|---|--|
| | summit meeting. Daily cables to and from the field, and memos concerning the SALT talks. | for a 2 year period, then destroyed. |
| 3 | REFERENCE MATERIAL Consists of collections of publications for | rom |
| | other offices and agencies which are maintained for reference and use of the Branch. Included are newspapers, periodicals, dictionaries, FBIS books, etc. | Temporary. Destroy when obsolete or no longer of current interest. |
| | | |
| | | |
| | | |
| * | | |
| | | |
| FORM NO | 139a USE PREVIONSPOROVED FOR Release 2001/03/03 SUBJECTION SCHEDULE | /8-07317A000100230002-7 |

| Approved For Release 2001/03/03 : CIA | SCHEDULE NO. 25X1A | | | | |
|--|--|---|--|--|--|
| FFICE, DIVISION, BRANCH | | RECORDS CUNTROL SCHEDULE (CONCURRENCE | | | |
| | | | | | |
| CE OF CURRENT INTELLIGENCE-SOVIET INTERNAL | BRANCH | Chief, Soviet Internal Branch 9 May 7 | | | |
| FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS | | | |
| BRANCH ADMINISTRATIVE FILE | | | | | |
| Consists of memoranda, notes, notices and other documents necessary for day to day operations of Branch activities and in maintaining liaison activities with other agencies. Some of the specific subject titles are Meetings, Liaison, NSC, FDD, and others. | 2.0 | Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually. | | | |
| REFERENCE PUBLICATIONS FILE | | | | | |
| Consists of collections of publications from other offices and agencies which are maintained for reference and use of the branch. These include FBIS, Rand Reports, FDD Summaries, Current Digest of the Soviet Press, Soviet newspapers, periodicals and others. | 85.0 | Temporary. Destroy when obsolete or no longer of current interest. | | | |
| LIBRARY MATERIAL | | | | | |
| A collection of technical and general reference books obtained from the library or indefinite loan and used as aids in preparing contributions. Included are foreign language dictionaries, the Soviet Encyclopedia, Soviet Civil Law and others relating to Soviet affairs. | 32.0 | Temporary. Return to the library when no longer needed for current reference | | | |
| | RECORDS CONTROL SCHEDULE DIVISION. BRANCH CE OF CURRENT INTELLIGENCE-SOVIET INTERNAL (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) BRANCH ADMINISTRATIVE FILE Consists of memoranda, notes, notices and other documents necessary for day to day operations of Branch activities and in maintaining liaison activities with other agencies. Some of the specific subject titles are Meetings, Liaison, NSC, FDD, and others. REFERENCE PUBLICATIONS FILE Consists of collections of publications from other offices and agencies which are maintained for reference and use of the branch. These include FBIS, Rand Reports, FDD Summaries, Current Digest of the Soviet Press, Soviet newspapers, periodicals and others. LIBRARY MATERIAL A collection of technical and general reference books obtained from the library or indefinite loan and used as aids in preparing contributions. Included are foreign language dictionaries, the Soviet Encyclopedia, Soviet Civil Law and others | RECORDS CONTROL SCHEDULE DIVISION. BRANCH CE OF CURRENT INTELLIGENCE-SOVIET INTERNAL BRANCH (IIILE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) BRANCH ADMINISTRATIVE FILE Consists of memoranda, notes, notices and other documents necessary for day to day operations of Branch activities and in maintaining liaison activities with other agencies. Some of the specific subject titles are Meetings, Liaison, NSC, FDD, and others. REFERENCE PUBLICATIONS FILE Consists of collections of publications from other offices and agencies which are maintained for reference and use of the branch. These include FBIS, Rand Reports, FDD Summaries, Current Digest of the Soviet Press, Soviet newspapers, periodicals and others. LIBRARY MATERIAL A collection of technical and general reference books obtained from the library or indefinite loan and used as aids in preparing contributions. Included are foreign language dictionaries, the Soviet Encyclopedia, Soviet Civil Law and others | | | |

Approved For Release 2001/03/03: CIA-SPR78-07317A000100230002-7

(41)

| . ITEM NO | . FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|-----------|--|--------|---|
| 4 | CURRENT INTELLIGENCE FILES | | |
| | These are collections of various source documents containing intelligence information relating to Soviet Internal Affairs Files are maintained by analysts or at the Branch level according to an area of interest or assignment and are utilized for reference purposes in preparing contributions to Current Intelligence Publications or briefings. | | |
| | a. Source Material - Consists of the analysts' collections of information reports, cables, extracts, notes and other papers on individual areas of interests. Filed by subject. | 70.0 | Temporary. Screen periodicals periodically and destroy that material no longer needed (except that inactive material determined to have future value may be transferred to the Records Center for a two year retention period, then destroyed). |
| (1В | | 16.0 | Temporary. Screen periodically and destroy these no longer of current interest. |
| | c. Clipped Items - These items have been clipped from Current Intelligence publications and maintained at the Branch level for reference purposes. | 3.0 | Temporary. Destroy when obsolete or no longer needed for reference purposes. |
| | d. Biographic Card Files - Consists of 3 x 5 and 5 x 8 cards containing information on Soviet personalities positions occupied, organizations, political groups and other committees. Filed by category. | | Temporary. Retain indefinitely. Screen periodically and destroy that material no longer of interest. |

1 JAN 56 139a EDITIONS.

| | Approved For Release 2001/03/03 : SIA RECORDS CONTROL SCHEDULE | A1.17 | 23/12 | | |
|-------------|---|-----------------------|---|--|--|
| | KLOOKDO OOKTROE GALLEGE | CONCURRENCE | | | |
| OFFICE. | DIVISION, BRANCH | | | | |
| | FAR EAST DIVISION - OFFICE OF THE CHIEF | | Chief, Far East Division | | |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS | | |
| 1 | PERSONNEL RECORD FILE | | | | |
| | Consists of file folders for administrative purposes and history of Division personnel. | 2.0 | Temporary. Destroy upon separation or transfer of employees. | | |
| 2 | ADMINISTRATIVE RECORD FILE | | | | |
| | Consists of memoranda and form documents required in administration of Division duties. Subjects included are Procedures, Requirements, Training, Travel, Personnel, Regulations, memoranda, etc. | 2.0 | Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually. | | |
| 3 | GENERAL REFERENCE FILE | | | | |
| | Collection of various publications, Division contributions to OCI publications, memos, and other types of publications con- taining information relating to the Divi- sion. | 3.8 | Temporary. Review files periodically and destroy material no longer of current interest. | | |
| 4 | TS LOG | | | | |
| | Consists of log used to record receipt and distribution of TS cables and documents in the Division. | .2 | Temporary. Destroy 10 years after do ments shown on forms are downgraded, transferred to Records Center, destroy or sent outside Control point. | | |
| | | | | | |
| | 0.77 | | | | |

FORM NO. 139 USE PREVIOUS. 139 EDITIONS. 139 EDITIONS.

| ITEM NO. | Approved bor Release 2001/03/03 : Ci | -RDR78 | 07317A000100280002n7instructions |
|----------------|---|--------|---|
| ¹ 5 | REFERENCE PERIODICALS Consists of collection of unclassified publications, FBIS reports and other periodicals relating to the Far East Division. | 7.5 | Temporary. Destroy when obsolete or no longer needed for current reference. |
| 6 | NSSMs Consists of completed and pending NSSMs and related documents. | 2.0 | Temporary. Destroy when obsolete or no longer needed for current reference. |
| | | | |
| | | | |
| | | | |
| | STORY Approved For Release 2001/03/03 Per | DET | .073174000100230002-7 |

| way. | | -07.3:17.000100230002-7 23/72 | 25X1A |
|---|-----------------------|---|---------|
| RECORDS CONTROL SCHEDULE | | CONCURRENCE | |
| E. DIVISION. BRANCH | | SIGNATURE | |
| FAR EAST DIVISION - Production Research C | fficer | Production Research Office | |
| FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIO |)NS |
| Consists of published NIS sections of the Far East Division, drafts of NIS sections in various stages of production, instructions and general guidance material for producing the NIS, and a few basic documents for factual reference, and administrative memoranda covering such things as schedules, transmittal sheets, inquiries to the field, and comments of the reviewing agencies. | | Temporary. Published sect destroyed when superseded are destroyed when the sec published. Other material when obsolete. | tion is |

| 25 | Y 1 | Δ | |
|----|------------|---|--|

| | RECORDS CONTROL SCHEDULE | | 23- | |
|--------|---|-----------------------|--|--|
| | | SIGNATURE | | |
| ICE, D | Vietnam Task Force - Far East Division | | TITLE DATE Chief, Vietnam Task Force - 5 June 197 | |
| EM | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS | |
| D. | (TITLE, DESCRIPTION, ARRANGEMENT, | | | |
| 1. | ADMINISTRATIVE FILE | | Temporary. Destroy after 1 year or | |
| | Consists of memoranda and form documents required in administration of Task Force activities. Subjects included are Procedures, Requirements, Training, Personnel, Regulations, memoranda, and others | 8.0 | when superseded. Review file annuall and destroy inactive material. | |
| 2. | GENERAL REFERENCE FILE | | a the filed appually and | |
| | Collection of various publications, bas Vietnamese documents, Task Force contributions to OCI publications, memos, State Dept. reports, and other types of publications containing information relating to the Task Force. Files maintained on Task Force level by categories and chronologic thereunder. | 32.0 | Temporary. Review files annually and destroy material no longer of current interest. | |
| 3. | TS LOGS | | Temporary. Destroy 10 years after | |
| | Consists of Logs used to record receipt and distribution of TS cables and documer in the Task Force. | its | documents shown on forms are down- graded, transferred to Records Cente destroyed, or sent outside control | |
| 4. | LIBRARY MATERIAL | | point. | |
| | Books relating to Vietnam, Also include language dictionaries and gazeteers. | les 2.0 | Temporary. Disposal not authorized Return to Library when no longer need for current reference. | |
| | | | · | |
| | · | | | |

| Cons | NCE PERIODICALS | | 1 1111111111111111111111111111111111111 |
|-----------------------------------|--|---|--|
| newsna | ists of collection of publications, | | 1 1 -1 -1 |
| icals | apers, FBIS reports, and other period relating to Vietnam. | 10.0 | Temporary. Destroy when obsolete or no longer needed for current reference |
| CURREN | T INTELLIGENCE ANALYSTS FILE | | |
| intell nam. or and Files prepared | ligence information relating to viet- Files are maintained by the Branch alysts according to areas of interest are used as reference and source in ring contributions to publications ar | - | |
| | Source material - Consists of information reports, clippings, notes, cables, abstracts, and other types of documents containing intelligence information of interest to analysts | e | Temporary. Screen files periodically and destroy inactive material no longe of current interest. |
| b. | Card files - clippings, filed alphabetically and | 1.0 | no longer of current interest. |
| c. | Other Files - special studies, contributions to special projects and other misc. | 1.0 | longer of current interest. |
| d. | Classified Maps - Enemy order of battle. | 8.0 | longer of current interest. |
| e. | Film Records - Consists of Military Assistance Command, Vietnam Intello Summary, and Weekly Intelligence Estimate Update. | 1.0 | Temporary. Destroy after twenty-five years. Transfer to the Records Centewhen no longer needed for current refence. At the end of twenty-five year files are to be returned for review. |
|] | Consintell nam. or and Files preparabrief: | Consists of source documents containing intelligence information relating to Vietnam. Files are maintained by the Branch or analysts according to areas of interest Files are used as reference and source in preparing contributions to publications and briefings. a. Source material - Consists of information reports, clippings, notes, cables, abstracts, and other types of documents containing intelligence information of interest to analysts. Files by subject and area. b. Card files - clippings, filed alphabetically and by country. c. Other Files - special studies, contributions to special projects and other misc. d. Classified Maps - Enemy order of battle. e. Film Records - Consists of Military Assistance Command, Vietnam Intell. Summary, and Weekly Intelligence | Consists of source documents containing intelligence information relating to Vietnam. Files are maintained by the Branch or analysts according to areas of interest. Files are used as reference and source in preparing contributions to publications and briefings. a. Source material - Consists of information reports, clippings, notes, cables, abstracts, and other types of documents containing intelligence information of interest to analysts. Files by subject and area. b. Card files - clippings, filed alphabetically and by country. c. Other Files - special studies, contributions to special projects and other misc. d. Classified Maps - Enemy order of battle. e. Film Records - Consists of Military Assistance Command, Vietnam Intell. Summary, and Weekly Intelligence |

| RECORDS CONTROL SCHEDULE | | | 23-72 ZONTA |
|---|--|-----------------------|---|
| | DIVISION. BRANCH | | DATE LYD- MAIL 1072 |
| FAR EAST DIVISION - SOUTHEAST ASIA BRANCH | | , | Chief, Southeast Asia |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| 1 | REFERENCE PUBLICATIONS FILES | 1.0 | then gunorsed |
| - | These include publications produced by the Agency and material from other sources which are retained for reference purposes. | | Temporary. Destroy when supersede or no longer needed for reference purposes. |
| 2 | BRANCH PRODUCTION FILES | 9.0 | Temporary. Destroy when no longer |
| | Consists of items contributed by this Branch and other offices and those published in the Bulletin, Weekly Review and FE Highlights. Items are clipped and filed chronologically in notebooks under a major subdivision by country. Maintained for Branch reference. | | needed for reference purposes. |
| 3 | LIBRARY MATERIAL | 14.0 | . the Tibrary |
| | A collection of books and magazines for use as background material for this geographical area. | | Temporary. Return to the Library when no longer needed for referer purposes. |
| 4. | THE TICENCE ANALYSTS FILES | 82.0 | |
| 4. | These are collections of all source documents and intelligence information relating to the countries of Southeast | | Temporary. Screen files periodicand destroy material that is obsor no longer needed for reference poses (except that material whice determined to have future value tranferred to the Records Center two-year period, then destroyed. |

FORM NO. 139 USE PREVIOUS

| EM NO. | FILES IDENTIFICATION | MOLUME 1 | 0131 | STYNX-INSTRUCTIONS |
|--------|--|----------|---------------|--|
| 4 | CURRENT INTELLIGENCE ANALYSTS FILES (contd |) | | |
| | Files are maintained by individual analyst according to area of assignment. Files are used as reference and source in preparing items for OCI publications and briefings. | S | | |
| | a. Source Material - includes information reports, cables, notes, clippings, maps, extracts from reports and other types of documents containing information of interest to the analyst. Filed by country and subject. | | | |
| 5 | NIS PUBLICATIONS | | | |
| | Publications put out by the National Intelligence Studies Program on individual countries for reference by analysts. (Discontinued) | | and destroy s | Screen files periodicall sections that have been current editions. |
| | | | | |
| | | | | |
| | | | | |
| | | = | | |
| | | | | |
| | | | | |
| | | | | |

| Γ | | Approved For Release 2001/03/03 : GIA RECORDS CONTROL SCHEDULE SECRE | | 23-72 ZSXTA |
|----------|-------------|--|-----------------------|---|
| | | DIVISION, BRANCH | | TITLE Chies North Asia Branch Jun 1976 |
| F | FAR E | AST DIVISION - NORTH ASIA BRANCH | | Chief, North Asia 224 |
| <u> </u> | ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| • | | a. Consists of the items contributed by this Branch and published in the CIB, Weekly and Highlights. Items are clipped from the publications and maintained in notebooks and envelopes. | 3.0 | Temporary. Destroy when no longer needed for reference purposes. |
| | | reference by the analysts. (1955 to date) b. Copies of memos, Intelligence and Personnel. Retained for reference purposes. | 1.0 | Temporary. Destroyed when no longer needed for reference purposes. |
| 5X1A | 2. | LIBRARY MATERIAL | 9.0 | Temporary. Disposal not authorized Return to the Library when no longe needed for reference purposes. |
| • | 3. | CURRENT INTELLIGENCE FILES | 44.0 | |
| 5X1A | | A collection of all source documents containing intelligence information relating to are maintained by the analysts according to individual assignments or areas of interest and are used in preparing items for inclusion in OCI publications and for briefings. The files contain cables, information reports, maps, extracts, notes, and publications or reports from other agencies. Files by country and subject. | r | Temporary. Destroy when obsolete on no longer needed for reference purposes. Screen files periodicall to remove inactive material (materi which may have future value may be transferred to the Records Center for a two year period then destroyed |

FORM NO. 139 USE PREVIOUS

| | RECORDS CONTROL SCHEDULE | | CONCURRENCE |
|--------|---|-----------------------|--|
| ICE. I | DIVISION. BRANCH | | SIGNATU |
| AR | EAST DIVISION - CHINA | BRANCHES | TITLE 1079 |
| EM O. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| _ | ADMINISTRATIVE FILE Consists of memoranda and form documents required in administration of Branch | 2.0 | Temporary. Destroy when obsolete or no longer needed. Retain in current file area. Screen files annually. |
| | ments required in administration activities. Subjects included are Procedures, Requirements, Training, Personnel Regulations memoranda and others. | | file area. Screen IIIOS umua-7 |
| 2 | GENERAL REFERENCE FILE | 16.0 | Temporary. Review files annually an |
| | Collection of various publications, basic Chinese documents, Branch contributions to OCI publications, weekas, memos, watch reports, State Dept. Reports and Dispatches and other types of publications containing information relating to Branche Files maintained on Branch level by categories and chronologically thereunder. | 3 | destroy material no longer of curren interest. |
| 3 | TS LOGS | | Temporary. Destroy 10 years after |
| | Consists of Logs used to record receipts and distribution of TS cables and documents in the Branches. | 2.0 | documents shown on forms are down- graded, transferred to Records Cente destroyed or sent outside control po |
| 4 | LIBRARY REFERENCE PERIODICALS | | Temporary. Destroy when obsolete of |
| | Consists of collection of publication newspapers, FBIS reports, and other periodicals relating to China and Far East area. | ns,55.0 | no longereneeded for current referen |
| | | | · |

| TEM NO. | Approved Four Release 2001/03/03 : CIA | TO LEWEO - | U/3 I/AUUU IUU2 SAUS IIZON INSTRUCTIONS |
|---------|--|------------|--|
| *5 | CURRENT INTELLIGENCE ANALYSTS FILES | | |
| , B | Consists of source documents, clippings, and publications containing intelligence information relating to China and Far East area, Sino-Soviet relations, foreign policies, and military activities. Files are maintained by the Branch or analysts according to areas of interest. Files are used as reference and source in preparing contributions to publications and briefings. | 85.0 | Temporary. Screen files periodical and destroy inactive material no longer of current interest (except material which is determined to hav future value may be transferred to Records Center for a two year perio and then destroyed). |
| В | Card Files - Consists of clipped items from publications and other groupings of special interest. Filed | 26.0 | Temporary. Destroy when obsolete on longer of current interest. |
| | alphabetically and by country. | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | · |

| 4 | Approved For Release 2001/03/03 : CIA | RDE78- | |
|-------------|---|-----------------------|---|
| OFFICE | DIVISION, BRANCH | CONCURRENCE | |
| | | | 11 |
| MI | DDLE EAST AFRICA DIVISION, OFFICE OF THE CE | IIEF | Deputy Chief, MZEAD/OCI 26 June 19 |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| 1. | ADMINISTRATIVE FILE | | |
| | These are memoranda, notices and form documents reflecting the administrative and substantive functions of the Division activities in producing current intelligence on the countries of the Middle East Africa Division. Specific subject titles include, Procedures, Notices and Regulations, Job Descriptions, Training and Others. Fiels are essential documented in the Support Staff. | 2.0 | Temporary. Destroy when obsolete no longer needed. Retain in currer file area. Review files annually. |
| 2. | PERSONNEL ADMINISTRATIVE FILES | | |
| | Consists of individual folders maintained on division personnel for convenience of reference. Files are essestially duplicates of those maintained by the Administrative Branch but are retained for supervisory purposes. | 2.0 | Temporary. Destroy upon separation or transfer of employee. |
| 3. | REFERENCE PUBLICATIONS | | |
| | Copies of publications received from various sources and maintained for reference of Division personnel. Include are National Intelligence Estimates, OCI publications, State Department Reports, Handbooks and various Journals. Filed according to title or category. | | Temporary. Destroy copies as they are superseded and others on a monthly basis. |
| | | | |

| EM NO. | Approved For Release 2001/03/03 | A BARTWE O | U/31/AUUU1UUZPUUULTIINS |
|--------|--|------------|---|
| ' | | 12 | |
| 4. | TS LOGS | | |
| | Consists of logs used to record receipt and distribution of TS cables and documents in the Division. Also includes logs dated prior to 1955 which were acquired during reorganization. Files chronologically. | 1.0 | Temporary. Destroy 10 years after document shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point. |
| 5. | TS DESTRUCTION RECORDS | | |
| | These are certificates for recording destructions of TS material. Certificates contain signatures of witnessing officers. Copy furnished to Section Registration. (1963 to date) | .1 | Temporary. Destroy after 2 years. Retain in current files area for 2 years, then destroy. |
| 6. | DIVISION PRODUCTION FILES | : | |
| | Intelligence Memos-copies of memos covering items of significant interest to the office. Items may or may not appear in publications or be used for briefing purposes. Maintained for reference of Division Personnel. | 1.0 | Temporary. Retain indefinitely in current files area. |
| 7. | BRIEFING AND PRESENTATIONS FILES | | |
| | These are the Division contributions for formal briefings and presentations for DCI, NSC and others. Record copies maintained by Presentation Staff. (1960 to date) | 1.0 | Temporary. Destroy after 5 years. Retain in current files area for 5 years then destroy. |
| 8. | AD HOC COMMITTEE FILES | | |
| | These are working papers and publications maintained for the Chairman of the Working Group, USIB Ad Hoc Committee on Arab-Israeli Sitaution. Record copies | 2.0 | Temporary. Destroy when group is dissolved and papers have served the purpose for which created. |
| | maintained by secretary to the group Files maintained chronologically. 139a USE PREVIAPPROVED FOR RELEASE 2001/03/03: CIA RECORDS CONTROL SCHEDULE - CO | CEOR | Ф7 В17А000100230002-7 |

| | | 23/72 CONCURRENCE | | |
|---|--|--|--|--|
| | | SIGN | | |
| | | Deputy Chief, MEAD/OCI 29 June 7 | | |
| FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS | | |
| NIS ADMINISTRATIVE MATERIAL | | | | |
| NIS schedules, program outlines, individual chapter guides, published NIS chapters dealing with Middle EAst and Africa; work notes, records, and rough drafts of NIS publications and graphics in process and completed; working manuscripts. | 2.0 | Temporary. Destroy when no longer needed or when superseded by more recend material. | | |
| RESEARCH MATERIAL FOR NIS PROGRAM | | | | |
| Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Middle East and Africa, used to keep Research Officers au courant during the period of preparation of specific NIS chapters. | 2.0 | Temporary. Destroy when no longer needed for specific purpose. | | |
| LIBRARY MATERIAL | | | | |
| Books, journals, pamphlets dealing with Middle East and Africa and containing basic information both current and historical, of value in connection with NIS program. Includes censuses, rules of parliamentary and election procedures, annual reports of ministeries, periodical publications, of major political parties, five-year plans, national constitutions, guidebooks and handbooks. | .5 | Temporary. Return to Library when no longer needed for reference purposes. | | |
| | DDLE EAST AFRICA DIVISION - RESEARCH OFFICE FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) NIS ADMINISTRATIVE MATERIAL NIS schedules, program outlines, individual chapter guides, published NIS chapters dealing with Middle EAst and Africa; work notes, records, and rough drafts of NIS publications and graphics in process and completed; working manuscripts. RESEARCH MATERIAL FOR NIS PROGRAM Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Middle East and Africa, used to keep Research Officers au courant during the period of preparation of specific NIS chapters. LIBRARY MATERIAL Books, journals, pamphlets dealing with Middle East and Africa and containing basic information both current and historical, of value in connection with NIS program. Includes censuses, rules of parliamentary and election procedures, annual reports of ministeries, periodical publications, of major political parties, five-year plans, national constitutions, | DDLE EAST AFRICA DIVISION - RESEARCH OFFICERS FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) (CUBIC FT.) NIS ADMINISTRATIVE MATERIAL NIS schedules, program outlines, individual chapter guides, published NIS chapters dealing with Middle EAst and Africa; work notes, records, and rough drafts of NIS publications and graphics in process and completed; working manuscripts. RESEARCH MATERIAL FOR NIS PROGRAM Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Middle East and Africa, used to keep Research Officers au courant during the period of preparation of specific NIS chapters. LIBRARY MATERIAL Books, journals, pamphlets dealing with Middle East and Africa and containing basic information both current and historical, of value in connection with NIS program. Includes censuses, rules of parliamentary and election procedures, annual reports of ministeries, periodical publications, of major political parties, five-year plans, national constitutions, | | |

FORM NO. 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE Approved For Release 2001/03/03 : CIASTION 139 USE PRE APPROVED FOR PRE A

25X1A

Approved For Release 2001/03/03 : SARDE18-07347A000100230002-7 RECORDS CONTROL SCHEDULE 25X1A CONCURRENCE OFFICE, DIVISION, BRANCH MIDDLE EAST AFRICA DIVISION --Deputy Chief, MEAD/OCI FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) VOLUME CUBIC FT. DISPOSITION INSTRUCTIONS ITEM NO. REFERENCE PUBLICATIONS FILES 1. Temporary. Destroy when superseded 5.0 These are publications obtained from or when publication becomes obsolete. various sources and utilized by the analysts in preparing branch contributions to OCI publications. Included are Foreign newspapers, FBIS reports, and others. BRANCH PRODUCTION FILE 2. Temporary. Retain indefinitely in a. Clipping Books - contain items 2.0 current files area. Screen annually taken from the Bulletin or and destroy obsolete material. Weekly which were contributed by the Branch for publication. File maintained for reference (1960 to date) purposes. Temporary. Screen periodically and 1.0 b. Special Reports - consists of destroy when no longer needed for contributions to the Watch Committee, items for NSC briefings, reference purposes. Presidential Briefings, Debriefings and other special reports produced by the Branch, maintained for reference purposes. 3. LIBRARY MATERIAL Temporary. Return to the Library 10.0 A collection of books relating to 25X1A when no longer needed for reference Middle East and other purposes. areas and topics in which the Branch maintains an interest.

| ITEM NO. | Appropries Them the Region 200 1700/00 : Se | C MENE | OTSTACOOTOPISPOSTMENTINSTRUCTIONS |
|----------|--|--------|---|
| 4. | CURRENT INTELLIGENCE ANALYSTS FILES | | |
| 5X1A | These are collections of all source containing intelligence information relating to and Middle East. Files are maintained by the Branch or individual analysts and used in preparing contributions for OCI publications, NIS, and briefings. | | |
| | a. Source Material - consists of information reports, cables, clippings, rough drafts extracts and other source documents. Files are maintained by country and then by library code number. | 70.0 | Temporary. Screen files periodical and destroy obsolete material, exce that inactive material which is determined to have future value may be transferred to the Records Center fetwo years then destroy. |
| Х1В | b. Card Files - consist of 5 x 8 | 5.0 | Temporary. Destroy when informatio becomes obsolete or no longer neede for reference purposes. |
| 5. | | | |
| | · | , | |
| | | | |

| OFFICE. DIVISION. BRANCH MIDDLE EAST AFRICA DIVISION South Asia THEM (TITLE. DESCRIPTION. ARRAGEMENT, AND INCLUSIVE DATES) 1. BRANCH PRODUCTION FILES A. Clippings File - contains items clipped from the Bulletin or Review that were contributed by this Branch. Fils are maintained by country and chronologically there under for convenience of reference by Branch personnel. (1960 to present) b. Special Reports - contain briefings to various committees, contributions to special briefings. Maintained by subject category for Branch reference. (1954 to date) 2. REFERENCE PUBLICATIONS FILES Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Poreign Newspapers and others. 3. LIBRARY MATERIAL These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic Relations and others. COMMENTALY Deputy Chief, MEAD/OCI 2-9/Lan. Display Consider of Deputy Cons | | Approved For Release 2001/03/03 : CPA | -KHK 8- | 23–72 25X1A |
|---|------|--|---------|--|
| MIDDLE EAST AFRICA DIVISION South Asia THE THE DENTIFICATION COLUME COURT THE DEPUTY Chief, MEAD/OCI 29 THE DEPUTY Chief | · es | | | CONCURRENCE |
| TITEM NO. FILES IDENTIFICATION VOLUME (CUBIC FT.) | | | | ··· |
| A. Clippings File - contains items clipped from the Bulletin or Review that were contributed by this Branch. Fils are maintained by country and chronologically there under for convenience of reference by Branch personnel. (1960 to present) b. Special Reports - contain briefings to various committees, contributions to special cables, and special briefings. Maintained by subject category for Branch reference. (1954 to date) 2. REFERENCE PUBLICATIONS FILES Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others. 3. LIBRARY MATERIAL These are books relating to areas of Branch interest. Included are Handbooks on publications in Diplomatic Lists, International Statistics, Economic | | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | | |
| clipped from the Bulletin or Review that were contributed by this Branch. Fils are maintained by country and chronologically there under for convenience of reference by Branch personnel. (1960 to present) b. Special Reports - contain briefings to various committees, contributions to special cables, and special briefings. Maintained by subject category for Branch reference. (1954 to date) 2. REFERENCE PUBLICATIONS FILES Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others. 3. LIBRARY MATERIAL These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic | 1. | BRANCH PRODUCTION FILES | | |
| ings to various committees, contributions to special cables, and special briefings. Maintained by subject category for Branch reference. (1954 to date) 2. REFERENCE PUBLICATIONS FILES Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others. 3. LIBRARY MATERIAL These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic | | clipped from the Bulletingor Review that were contributed by this Branch. Fils are maintained by country and chronologically there under for convenience of reference by Branch personnel. | 2.0 | for one year then incorporate in source background files. Screen |
| Copies of publications produced by various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others. 3. LIBRARY MATERIAL These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic Temporary. Destroy FBIS clippings after three months; destroy other when superseded. Temporary. Return to the Library was no longer needed for reference purposes. | | ings to various committees, con- tributions to special cables, and special briefings. Maintained by subject category for Branch | | Screen periodically and destroy |
| various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign Newspapers and others. 3. LIBRARY MATERIAL These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic after three months; destroy other when superseded. Temporary. Return to the Library was no longer needed for reference purposes. | 2. | REFERENCE PUBLICATIONS FILES | | |
| These are books relating to areas of Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic 30.0 Temporary. Return to the Library was no longer needed for reference purposes. | | various components and maintained for reference. Included are FBIS, NIE's, NIS, Maps, Gazeteers, Handbooks, Foreign | 8.0 | after three months; destroy other |
| Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic no longer needed for reference purposes. | 3. | LIBRARY MATERIAL | | |
| | 14 | Branch interest. Included are Handbooks on Diplomatic Lists, International Statistics, Economic | 30.0 | no longer needed for reference |
| | | | | |

FORM NO. 139 USE PREVAPPROVED FOR Release 2001/03/03: CIA-ROPT \$ 17317A000100230002-7

| ITEM NO. | FILES IDENTIFICATION | , a + max | 7317A000100234094201 INSTRUCTIONS |
|----------|--|-------------|---|
| w4. | CURRENT INTELLIGENCE ANALYSIS FILE | with the ! | |
| A | Consists of collections of source material containing intelligence information relating to | 84.0 | Temporary. Screen periodically and destroy inactive material when no longer needed. |
| | maintained on Branch level and contain information reports, cables, clippings, extracts, and various source documents which are used by the analysts to prepare items for OCI publications and briefings. Filed by country and according to library code system. | | |
| 5. | RESEARCH MATERIAL FOR NIS PROGRAM | | |
| | Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters. | 4.0 | Temporary. Screen periodically an destroy inactive material when no longer needed. |
| 6. | MAP SAFE | | |
| | Contains geographical, political, economic, tribal, historical and | 15.0 | Temporary. Destroy when obsolete no longer needed for current reference. |
| XΙΑ | reference by the analysts. | | |
| | | | |
| | | | |
| | | | |
| | | | |
| FORM NO. | | | |

FORM NO. 139a USE PREVIOUS RECORDS CONTROL SCHEDULE - CONTROL SHEET

| м | | Approved For Release 2001/03/03: CIA RECORDS CONTROL SCHEDULE | CONCURRENCE | | |
|-------------|-----------------|--|-----------------------|---|------------|
| 1 | , DIVISION, BRA | мсн | | SLCMATURE | 25X |
| A MII | DDLE EAST | AFRICA DIVISION - | | Deputy Chief, MEAD/OCI | |
| ITEM NO. | (TITLE, | FILES IDENTIFICATION DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTI | ONS |
| 1. | BRANCH P | PRODUCTION FILES | | | |
| , | a. | Clipping Books - Consist of items contributed by the Branch and published in the CIB and Weeklies (1962 to present) | | Temporary. Destroy after Review files annually and clippings more than 3 year | d destroy |
| | b. | Special Reports - these are items contributed by the Branch for special reports, briefings or as special assignments. Record copies are filed at Division level. | 1.0 | Temporary. Destroy when no longer of current into | |
| | C. | Special Projects - material maintained on an eyes only basis for special projects within the Branch. | 10.0 | Temporary. Destroy mater becomes inactive. | cial as it |
| A | đ. | The handbook. Our branch distributes to interested branches. | 1.0 | Temporary. Destroy when no longer of current into | |
| 2. | LIBRARY | MATERIAL | | | |
| | Treaty S | oks and journals including the Series, Encyclopedias, Commentary, ers relating to the Arab states. | 12.0 | Temporary. Return to the when no longer needed for purposes. | |
| | , | | | | |

| ITEM NO. | Approved Lontification 200 1/03/03 . CIA | -LANDA- | 07317A0001002340902cm Instructions |
|----------|--|-----------|--|
| | 2F | PKEI | 4 |
| 3. | CURRENT INTELLIGENCE ANALYSTS FILES | | 1 |
| | These are collections of all source documents containing intelligence infor- | | |
| A | documents consulating | | |
| | a. Source Material Files. Filed by country and library code number. | 136.0 | Temporary. Review files periodical and destroy material no longer need except that inactive material deter to have future value may be transferred to the Records Center for a two year period then destroy. |
| | b. Misc press clippings, Comint State prelims. | 3.0 | Temporary. Destroy on a weekly bas or after 2 months, or when material is no longer needed. |
| | х | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 1 | | - John TT | |

| | | CONCURRENCE | | |
|-------------------------|--|-----------------------|--|---|
| FFICE, DIVISION, BRANCH | | | 5 CNATURE | 25X1A |
| MIDD | LE EAST AFRICA DIVISION - North & East Afri | ca Br. | Deputy Chief, MEAD/OCI 29 | une 7 |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS | - |
| 1.(| CURRENT INTELLIGENCE ANALYSTS FILES | | | _ |
| | These are collections of all source documents containing intelligence information relating to Africa. (North & East) Files are maintained by the Branch or analysts according to area of assignment and are used for reference in preparing items for publications or briefings. | | | |
| | a. Source Material - contains in- formation reports, cables, ex- tracts, notes, clippings, and other documents. Filed by country and library code number. | 108 | Temporary. Screen files per and destroy material that is or no longer needed for refe poses except that material with determined to have future vatransferred to Records Cente years then destroyed. | obsolet rence pu hich is lue may |
| | b. Card Files - consist of 3 x 5 and 5 x 8 card files containing information on personalities, bibliographics, business organi- zations, political organizations, and other areas of interest to analysts. | 1.0 | Temporary. Return to the Li no longer needed for referen | brary wh ce purpo |
| 2.∜ | LIBRARY MATERIAL | | | |
| | Books relating to areas and topics in which Branch is interested. Used for reference purposes. | 10.0 | Temporary. Return to the Li when no longer needed for re purposes. | |

| Approxed Transates 2001/03/03 : C)A | KUEWS-C | 07317A000100234090264 INSTRUCTIONS |
|--|---|--|
| | | |
| RESEARCH MATERIAL FOR NIS PROGRAM | | |
| Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters. | 6.0 | Temporary. Screen files periodically and destroy material that is obsolete or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Center for two years then destroyed. |
| | | |
| | government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters. | government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of |

FORM NO. 139a USE PREADPROVED FOR RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

| - | Approved For Release 2001/03/03 : CIA | PORTO | 3-72 25X1A 25X1A 25X1A 25X1A 25X1A 25X1A 25X1A 25X1A 25X1A 25X1A | |
|-------------|--|-----------------------|--|--|
| OFFICE. | DIVISION, BRANCH | CONCURRENCE | | |
| MID | DLE EAST AFRICA DIVISION - West Africa Bran | ıch | TITLE Deputy Chief, MEAD/OCI 79 June 72 | |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS | |
| 1.√ | CURRENT INTELLIGENCE ANALYSIS FILES | | | |
| | These are collections of all source documents containing intelligence information relating to West Africa. Files are maintained by the Branch or analysts according to area of assignment and are used for reference in preparing items for publications or briefings. | | - | |
| | Source Material - contains information reports, cables, extracts, notes, clippings, and other documents. Filed by country and library code number. | 66.0 | Temporary. Screen files periodicall and destroy material that is obsolet or no longer needed for reference pu poses except that material which is determined to have future value may be transferred to Records Center for two years then destroyed. | |
| 2. | LIBRARY MATERIAL | | | |
| | Consists of books, journals, etc. used for reference purposes. | 30,0 | Temporary. Return to Library when n longer needed for reference purposes | |
| 3.√ | RESEARCH MATERIAL FOR NIS PROGRAM | | | |
| | Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters. | 60.0 | Temporary. Screen files periodicall and destroy material that is obsolet or no longer needed for reference pu poses except that material which is determined to have future value may be transferred to Records Center for two years then destroyed. | |
| | | | <u> </u> | |

| | Approved For Release 2001/03/03 : SIA | -RDP/8 | 0.7.3.1л.А.00019 <u>92</u> 39002-7 25× | 1A |
|------------|--|-----------------------|---|-----------------------|
| | RECORDS CONTROL SCHEDULE | | CONCURRENCE | |
| FFICE. | DIVISION. BRANCH | | S I GN # | |
| | DLE EAST AFRICA DIVISION Southern Africa | Branch | Deputy Chief, MEAD/OCI 29 fune 72 | |
| TEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS | |
| 1.√ | CURRENT INTELLIGENCE ANALYSIS FILES | | | |
| | These are collections of all source documents containing intelligence information relating to Southern Africa. Files are maintained by the Branch or analysts according to area of assignment and are used for reference in preparing items for publications or briefings. | | | |
| | Source Material - contains information reports, cables, extracts, notes clippings and other documents. Filed by country and library code number. | 61.0 | Temporary. Screen files periodic and destroy material that is obso or no longer needed for reference purposes except that material whi determined to have future value m transferred to Records Center for years and then destroyed. | let ch ay |
| 2. | LIBRARY MATERIAL | | | |
| | Consists of books, journals, etc. used for reference purposes. | 1.0 | Temporary. Return to Library whe longer needed for reference purpo | n r |
| 3. | RESEARCH MATERIAL FOR NIS PROGRAM | | | |
| | Cables, airgrams, US and foreign government reports, mainly of current nature, dealing with Branch countries, used to keep researchers au courant during the period of preparation of specific NIS chapters. | 8.0 | Temporary. Screen files periodice and destroy material that is observed or no longer needed for reference purposes except that material which is determined to have future value may be transferred to Records Cerfor two years and then destroyed. | e ich ie ite |
| | | | | |
| | Approved For Release 2001/03/03 : CIÁ | DIND79 | 07317A000100230002-7 | |

| | RECORDS CONTROL SCHEDULE | EUKEI | | 230002-7 25X1A |
|------------|--|-----------------------|-----------------------------|--|
| FICE | DIVISION, BRANCH | | SI | COMPTRACE |
| | STERN HEMISPHERE DIVISION, OFFICE OF THE CH | IEF | TITLE Chief Western Hemi | sphere Div. 15 June 1972 |
| TEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | D | DISPOSITION INSTRUCTIONS |
| 1. | DIVISION ADMINISTRATIVE FILES Contains time and attendance records, travel memoranda, inventory memoranda, duty rosters, training requests, polls and surveys, personnel memoranda, security memoranda, Agency notices and regulations, functional directories of CIA and other U.S. Government agencies. | 10.0 | Temporary. | Destroy when obsolete or no longer needed. Retai in current file area. Screen files annually. |
| 2. | PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning countries under the Division's jurisdiction and books of clippings from OCI publications. | 26.0 | Temporary. | Destroy after two years, except for clip books which are kept indefinit |
| 3. | REFERENCE PUBLICATIONS Handbooks, NIS, research aids, technical manuals, etc. Basic or background use. | 2.0 | Temporary. | Destroy when obsolete or replaced. |
| 4. | BOOKS AND PERIODICALS Consists of unclassified publications from the Library or on indefinite loan. | 25.0 | Temporary. | Return books to Library. Destroy publications who no longer needed. |
| 5. | COLLATERAL LOGS | 1.0 | Temporary. | Destroy 10 years after documents shown on forms are downgraded, transfer to Records Center, destror send outside control points. |

FORM NO. 139 USE PREVADPROVED FOR Rele SECKEY 3

| IT | EM NO. | Approved Fourted 2001/03/03 : Ch | | 77317A00010U | 430002on instructions |
|----|--------|--|--------|--------------|--|
| ۳ | | • | LUILLI | | |
| - | 6 | INTELLIGENCE WORKING FILES | 20.0 | Temporary. | Screen files periodically and destroy that material |
| | | Various all source material pertaining to the regional specialities covered by the Division. Used by the analyst. | | | no longer needed. Material having future value may be transferred to Records Center. |
| | 7 | RESEARCH FILES | 12.0 | Temporary. | Destroy when no longer needed. |
| | | Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant. | | | |
| | 8 | MAGNETIC TAPES | 2.0 | Temporary. | Used until they wear out; destroy when no longer |
| | | Used to type various OCI publications, etc. | | | needed. |
| | | | | | |
| | | | | | |
| | i | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | , | | | |

| | RECORDS CONTROL SCHEDULE | eunei. | | CUNCIIDDENCE | | |
|---|---|--------|--|---|--|--|
| FFICE, DIVISION, BRANCH WESTERN HEMISPHERE DIVISION - NORTHERN BRANCH | | | TITLE CHIEF, NORTHERN BRANCH 25) no. 19 | | | |
| | | | | | | |
| . 1 | BRANCH ADMINISTRATIVE FILES | 2.0 | Temporary. | no longer needed. Retai | | |
| | Consists of non-substantive memoranda, inter-office correspondence, personnel data, OCI and CIA notices. | | | in current file area. Screen files annually. | | |
| 2 | BRANCH PRODUCTION | 3.0 | Temporary. | Destroy after four month | | |
| | Consists of copies of substantive memoranda, briefings, and regular publications, concerning areas under the Division's jurisdiction. | | • | | | |
| 3 | REFERENCE PUBLICATIONS | 4.0 | Temporary. | Destroy when obsolete or replaced | | |
| | Handbooks, research aids, technical manuals, etc. Basic or background use. | | | | | |
| 4 | BOOKS AND PERIODICALS | 17.0 | Temporary. | Return books to Library destroy when no longer | | |
| | Consists of unclassified publications, from the Library or on indefinite loan. | | | needed. | | |
| 5 | INTELLIGENCE WORKING FILES | 68.0 | Temporary. | and destroy that materia | | |
| | Various all source material pertaining to the countries covered by the Division. Used by the analysts. | | | no longer needed except that inactive material determined to have futu value may be transferre to the Records Center fa two-year retention period then destroyed. | | |

Approved For Release 2001/03/03 : CIA RPR78-07317A000100230002-7

| ITEM NO. | Approved For Release 2001/03/03 : Cl | A-RDP78 | -07317A0001 (| 00230002- | INSTRUCTION | ıs |
|-------------|--|------------|--------------------------|----------------------|--------------|--------|
| Ψ. 4 | | PEUNEI | | | | |
| 6 | RESEARCH FILES | 7.0 | Temporary. | Destroy needed. | when no | longer |
| | Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant. | | | necuca. | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | ļ. | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| FORM NO | 130a USE PREVIOUS POPULATION CONTROL C | A (RIDPIZE | - 0 7317A00010 | 00230002- | / | |

| Approved For Release 2001/03/03 : CIA | | 97317A0001002 23- 78 | 25X1A |
|--|---|--|--|
| RECURDS CONTROL SOMESSEE | Willem I | | CONCURÉENCE |
| DIVISION, BRANCH | | S I GN AT | |
| COUME AMEDICA I | | TITLE | |
| STERN HEMISPHERE DIVISION - SOUTH AMERICA E | | South Ame | erica East Branch - June 19 |
| FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DI | ISPOSITION INSTRUCTIONS |
| BRANCH ADMINISTRATIVE FILES | | I | |
| Consists of non-substantive memoranda, inter-office corresponsence, personnel data, OCI and CIA notices. | 6.0 | Temporary. | Destroy when obsolete or no longer needed. Retain in current file area. Screen file annually. |
| BRANCH PRODUCTION FILES | | | |
| Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction. | 4.0 | Temporary. | Destroy after four month |
| REFERENCE PUBLICATIONS | | | |
| Handbooks, research aids, technical manuals, etc. Basic or background use. | 4.0 | Temporary. | SDestroy when obsolete or replaced. |
| BOOKS AND PERIODICALS | ' | | |
| Consists of unclassified publications, from the Library or on indefinite loan. | 16.25 | Temporary. | Return books to Library. |
| INTELLIGENCE WORKING FILES | | | |
| Various all source material pertaining to the countries covered by the Branch. Used by the analysts. | 23.0 | Temporary. | Screen files periodicall and destroy that materia no longer needed. Materi having future value may transferred to Records Center. |
| S | TERN HEMISPHERE DIVISION - SOUTH AMERICA E (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) BRANCH ADMINISTRATIVE FILES Consists of non-substantive memoranda, inter-office corresponsence, personnel data, OCI and CIA notices. BRANCH PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction. REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use. BOOKS AND PERIODICALS Consists of unclassified publications, from the Library or on indefinite loan. INTELLIGENCE WORKING FILES Various all source material pertaining to the countries covered by the Branch. | RECORDS CONTROL SCHEDULE SECRET FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) BRANCH ADMINISTRATIVE FILES Consists of non-substantive memoranda, inter-office corresponsence, personnel data, OCI and CIA notices. BRANCH PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction. REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use. BOOKS AND PERIODICALS Consists of unclassified publications, from the Library or on indefinite loan. INTELLIGENCE WORKING FILES Various all source material pertaining to the countries covered by the Branch. | RECORDS CONTROL SCHEDULE SIGNAL STERN HEMISPHERE DIVISION - SOUTH AMERICA EAST BRANCH (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) CONSISTS OF NON-substantive memoranda, inter-office corresponsence, personnel data, OCI and CIA notices. BRANCH PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction. REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use. BOOKS AND PERIODICALS Consists of unclassified publications, from the Library or on indefinite loan. INTELLIGENCE WORKING FILES Various all source material pertaining to the countries covered by the Branch. |

FORM NO. 139 USE PREVIOUS

| TEM NO. | Арргоуед Год, Қараза 2001/03/03 : CIA | T TIMES. | 77317A00010024\$R0\$10746N INSTRUCTI | UNS |
|---------|--|-------------|--------------------------------------|-----------|
| | , | المطالب بسا | ĺ | |
| 6 | RESEARCH FILES | | İ | |
| 2 | Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant. | 17.0 | Temporary. Destroy when needed. | no longer |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
|) | | | | |
|] | | | | |
| | | 1 | | |
| , | | ļ | | |
| | | | | |
| | | ! | | |
| PM NO. | 139a USE TRE Approved For Release 2001/03/03 : CIA | RDP78 | 7317A000100230002-7 | |

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

| | RECORDS CONTROL SCHEDULE | LUith | | 23-70 25X1A |
|--------|---|-----------------------|------------|--|
| FFICE, | DIVISION, BRANCH | | SIGNA" | |
| ESTE | ERN HEMISPHERE DIVISIONSouth America West | Branch | | ef, South DATE West Branch |
| NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | D | ISPOSITION INSTRUCTIONS |
| 1 | BRANCH ADMINISTRATIVE FILES Consists of non-substantive memoranda, inter-office correspondence, personnel data, OCI and CIA notices. | 4.0 | Temporary. | Destroy when obsolete or no longer needed. Retai in current file area. Screen file annually. |
| 2 | BRANCH PRODUCTION FILES Consists of copies of substantive memoranda, briefings, and regular publications concerning areas under the Branch's jurisdiction. | 2.0 | Temporary. | Destroy after four months. |
| 3 | REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use. | 9.0 | Temporary. | Destroy when obsolete or replaced. |
| 4 | BOOKS AND PERIODICALS Consists of unclassified publications from the Library or on indefinite loan. INTELLIGENCE WORKING FILES | 15.0 | Temporary. | Return books to Library. |
| , | Various all source material pertaining to the countries covered by the Branch. Used by the analysts. | 38.0 | Temporary. | Screen files periodicall and destroy that materia no longer needed. Mater having future value may by transferred to Record Center. |

FORM NO. 139 USE PREVIOUS DATE OF STREET

| NO. | Approved For Release 2001/03/03 : CI | J-DATE IN | -0,7317A00010 ,0 | ISPOSTITION INS | STRUCTIONS | |
|-----|--|-----------|-----------------------------|--------------------|------------|--------|
| | | | | | | |
| * | RESEARCH FILES | | | | | |
| - [| | | | Dankmore | | 1 |
| | Various all source material pertaining to basic research to the countries covered by the Division. Used by the research assistant. | 9.0 | Temporary. | Destroy needed. | witer no | Tonge. |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| ļ | | | | | | |
| | | | | | | |
| | | | - | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| | Approved For Release 2001/03/03 : Ciğ | 27,21,7A000100 | 25X1A | | |
|--|---|-----------------------|-------------|---|--|
| | RECORDS CONTROL SCHEDULE | | | . 0 | |
| OFFICE. DIVISION, BRANCH OFFICE OF CURRENT INTELLIGENCE WESTERN HEMISPHERE DIVISION - CARIBBEAN BRANCH | | | SIGNATURE | | |
| | | | Chief, Car: | ibbean Branch | 15 June 19 |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | 1 | DISPOSITION INSTRUCT | IONS |
| 1 1 | BRANCH ADMINISTRATIVE FILES Consists of non-substantive memoranda, inter-office correspondence, personnel data. | 1.0 | Temporary. | Destroy when no longer ned in current for Screen files | eded. Retai: ile area. |
| 2 | BRANCH PRODUCTION FILES Consists of copies of substantive memo- randa, briefings, and regular publications concerning areas under the Branch's jurisdiction. | 1.0 | Temporary. | Destroy afte | r four month |
| 3 | REFERENCE PUBLICATIONS Handbooks, research aids, technical manuals, etc. Basic or background use. | 22.0 | Temporary. | Destroy when replaced. | obsolete or |
| 4 | BOOKS AND PERIODICALS Consists of unclassified publications from the Library or on indefinite loan. | 32.5 | Temporary. | Return books | to Library. |
| 5 | INTELLIGENCE WORKING FILES Various all source material pertaining to the countries covered by the Branch. Used by the analysts. | 86.0 | Temporary. | and destroy no longer ne Material hav | that materia eded. ing future transferred |

FORM NO. 139 USE PREVIOUS SECRET

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100230002-7